

SECRET

OC 3234

DDP 64-3355

18 JUN 1964

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Economy Measures

25X1

1. The following economy measures which have been implemented within the Office of Communications are listed for your information:

a. At Signal Center's instigation, and with the general concurrence of the DD/P, several changes were made in streamlining the cable format of the [] (weekly non-SI intelligence briefs). The length of the cables was reduced by 20% which is a very significant decrease when one considers the size of the cables and number of addressees. This will result in an annual world wide elimination of 3-1/2 million groups of terminal traffic and a comparable saving at relay stations.

25X1

b. After many months of discussion, the DD/I agreed to a reduction in the number of copies of incoming National Security Agency messages. During the initial experiment of one month a saving of \$1400 in NCR paper (No Carbon Required) was effected.

c. A new procedure was devised and adopted which streamlined the processing of the Central Intelligence Bulletin. It is estimated that this will save the transmission of more than three million groups per year plus hundreds of man-hours.

d. Arrangements were made for [] to add certain addresses to messages which they originate. This eliminated the origination and transmission of 150 cables per month at Headquarters.

25X1

25X1

SECRET

SECRET

Approved For Release 2003/05/27 : CIA-RDP84-00780R000400100048-7

-2-

ILLEGIB



\$ 17,500
approx
3/2

f. It is estimated that 3.5 man-years have been saved by revision, abolishment, and streamlining of records management and records control functions within the Office of Communications.

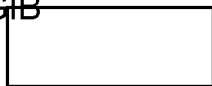
✓

g. The equivalent of twenty (20) 4-drawer safe files have been saved through destruction of non-record material and the retirement of inactive records and better utilization of record-keeping equipment. This saving is estimated at \$10,000.

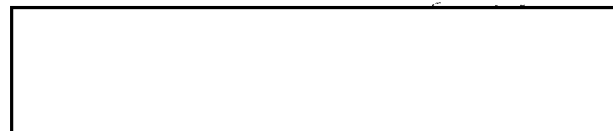
h. By shared usage of one IBM card punch we were able to eliminate a second card punch, resulting in a saving of approximately \$700 a year in rental fees.

ILLEGIB

ILLEGIB



1 slot 6,000



25X1

✓ Director of Communications



\$ 12,000

1 man

SECRET

Approved For Release 2003/05/27 : CIA-RDP84-00780R000400100048-7